

# Enterprise IT Financial Workgroup

**Minutes**  
**November 3, 2016**  
**3:00 p.m.**  
**Cogswell Room 151**

## **Members Present:**

Ron Baldwin, CIO/SITSD  
Larry Krause, DOC  
John Daugherty, COR  
Tricia Greiberis, DNRC  
James Schneider, SITSD  
Jim Gietzen, OPI  
Lisa Mader, JUD  
Mike Bousliman, MDT  
Kreh Germaine, DNRC

Nancy Jones, DLI (Alternate)  
☞ Erica Johnston, DPHHS  
Becky Buska, JUD  
Kris Schmitz, MSL (Alternate)  
Cindy Trimp, DOR  
Dan Stanger, DOJ  
Dale Gow, LEG  
Jennie Stapp, MSL  
Lynne Pizzini, SITSD

## **Staff Present:**

Wendy Jackson

## **☞ Real-time Communication:**

Nathaniel Thomas, Tami Gunlock

## **Welcome and Introductions**

James Schneider welcomed the workgroup to the November 3, 2016 EITFW meeting. All members and guests were introduced.

## **Minutes**

John Daugherty made a motion to approve the September 29, 2016 minutes as presented. Stuart Fuller seconded the motion. Motion passed.

## **Business**

### **EITFW Chairperson Discussion**

Ron Baldwin raised the issue of nominating a new Chair for the EITFW. Erica Johnston volunteered to serve as Chairperson for this workgroup.

Mr. Baldwin moved that there be a motion to nominate Erica Johnston as the new Chairperson for the EITFW. Mike Bousliman made the motion and John Daugherty seconded. Motion passed.

### **Decision Brief Update**

Mr. Schneider informed the workgroup that there are Decision Briefs that will be submitted to the EITFW for review. These Decision Briefs will go through SITSD for review and then they will be available for a two-week review period by the EITFW. After the review period, these Decision Briefs will go to Mr. Baldwin for final approval.

### **Draft Review of Volume 10**

Mr. Schneider stated that all of the narratives and surveys have been received for Volume 10.

Mr. Baldwin commented that editing to these narratives has been minimal. In cases where there was a lack of adequate information, more content was added to reflect the role of IT in the agencies. Sub-headers have been removed from these submissions but the agency narrative remains as it was written. There are no FTE or dollars represented within these narratives. Mr. Baldwin advised the workgroup that Encompass is not mentioned, nor has any connection to Volume 10.

Mr. Schneider commented the word "budget" has been removed from Volume 10 to avoid any confusion.

Cindy Trimp stated that some agencies have Data Control Technicians that are classified as IT personnel for FY16. DOA rewrote this classification for FY17, FY18, and FY19. As a result, it will appear that there is a significant discrepancy for IT personal services in FY16.

Mr. Baldwin stated that it is acceptable to include a brief, concise explanation of this type of discrepancy in the Volume 10 narrative. Mr. Baldwin cautioned the agencies to review their numbers to ensure that they are accurate.

Mr. Baldwin reviewed the Department of Administration submission to Volume 10 to give agencies an idea of what the final report will look like. Volume 10 will be reviewed with Amy Sassano on November 4, 2016 to review final details and any wording changes that may be required.

The workgroup requested that verbiage be included in Volume 10 to clarify between expenditures and estimates.

**Action Item: Mr. Baldwin and Mr. Schneider will address this request to clarify between expenditures and estimates with Ms. Sassano.**

**Action Item: Mr. Schneider will send individual Volume 10 reports to agencies for their review after the meeting with Ms. Sassano and prior to final submission.**

#### **Next meeting discussion**

The workgroup agreed to hold the next EITFW meeting on Thursday December 8, 2016 at 3:30 in Cogswell Room 151.

**Action Item: Mr. Schneider will reach out to Ms. Sassano and Amy Carlson to request their attendance in the next EITFW meeting to share their expectations for Volume 10 during the legislative session.**

#### **Discussion of meeting schedule during the Legislative Session**

The workgroup agreed to hold meetings as needed during the Legislative Session.

#### **Adjourn**

##### **Next Meeting**

December 8, 2016

3:30 PM to 4:30 PM

Cogswell Room 151

#### **Adjourn**

The meeting was adjourned at 3:40 PM